

**Division of Assessment Implementation  
DAC Monday Email for February 17, 2003**

**The Lake Barkley State Park (Region 1) meeting for tomorrow is **CANCELLED**. We have received phone calls from several people in the area who believe that travel will still be unsafe tomorrow. We have rescheduled the meeting for Monday, February 24, 2003 at Lake Barkley. Please email Kathy (kmoore@kde.state.ky.us) if you plan to attend at Lake Barkley next week. Please share this information with any BAC//DoSE or others from your district that were planning to attend tomorrow.**

**We have been able to increase our space at Bowling Green for Wednesday. If you wish to attend the Bowling Green meeting on this Wednesday (instead of Lake Barkley on the 24th), you are welcome to do so. You do not need to email or phone Kathy with this change, just come to the meeting.**

**Question of the Week!**

**Q:** What do I need to download and print for the assessment meeting?

**A:** Nothing. Materials will be provided to everyone for use during the meeting. These will be collected and reused at the next training site. DACs will be able to take one set of print materials and a CD-Rom from the meeting to assist in training your district. However, if you are the type of learner who likes his/her own copy of materials to markup during training, you will might want to print the

NRT Manual for your BACs/DOSE (the DAC will receive one copy)  
DAC/BAC Instruction Manual for KCCT (copy for DAC/BAC/DoSE).

There is no need to print the PowerPoints for the meeting, they are provided on the web for assistance in district training later. A print version of the PowerPoint designed for note-taking will be provided at the meeting for everyone. Please let anyone else from your district that is attending know about this, so that they can print if they wish. The materials can be found by following these links

KDE Homepage--  
    >testing and reporting--  
        >district support--  
            >meetings and trainings--  
                >winter DAC meetings.

Note: If you had trouble downloading the NRT PowerPoint from the web last week, it is now available and more cooperative.

**Assessment Meetings**

Attached is the agenda for the assessment meetings.



**\*During the assessment meetings no staff from the Communications Branch will be in the office. If you have questions, issues, or need to make changes to your registration please leave a voice**

message or email message for Kathy Moore ([kmoore@kde.state.ky.us](mailto:kmoore@kde.state.ky.us)), Rhonda Sims ([rsims@kde.state.ky.us](mailto:rsims@kde.state.ky.us)), or Phyllis Shuttleworth ([pshuttle@kde.state.ky.us](mailto:pshuttle@kde.state.ky.us)). We will be checking emails and phone messages while on the road and will get back with you ASAP.

Feb. 19 - Holiday Inn University Plaza (Conference Center-Rooms 1 & 2), 1021 Wilkinson Trace,  
Bowling Green Phone: 270-745-0088

Feb. 20 - Pine Mountain State Park (Convention Center-Laurel and Azalea Rooms), 1050 State  
Park Road, Pineville Phone: 800-325-1712

Feb. 24 - Lake Barkley State Park (Convention Center), P.O. Box 790, Cadiz  
Phone: 800-325-1708

Feb. 25 - General Butler State Park (Conference Center), 1608 Highway 227, Carrollton  
Phone: 866-462-8853

Feb. 26 - Howard Johnson, 209 Commerce Drive, Elizabethtown  
Phone: 270-769-9616

Mar. 4 - History Center (Brown-Forman Room), 100 Broadway, Frankfort  
Phone: 502-564-1792

**NOTE: Due to budget constraints, we will be unable to provide any refreshments of any kind at these meetings.**

### **Writing Cluster Leader Scoring Training-Clarification**

The writing portfolio cluster leader training sessions last one day. Regional consultants are offering multiple sessions in some areas due to the number of expected participants. Cluster leaders should register as soon as possible since sessions are beginning to fill and will reach maximum capacity. Registration w/ continental breakfast will begin at 8:00 a.m.; training will begin at 8:30 a.m. in all locations except for the Gheens Academy (Jefferson County) training location. Cluster leaders are encouraged to attend the training session offered in their own regions so they can meet their regional consultants, coordinators, and neighboring cluster leaders. If the date of the region's cluster leader training conflicts with the cluster leader's schedule, he/she can attend training in a nearby region but will need to claim mileage for the training location closest to his/her home.

Questions regarding scheduling should be directed to Anna Weiser at CTB (317-205-0232). Questions regarding training should be directed to Cherry Boyles, Sandra Hamon, or Jennifer Bernhard at KDE (502-564-2106).

### **Sample Response Pages on Web**

There are Math and Open Response sample pages up on the Web. In fact, there are two versions of the math, one with enhanced contrast for people who can't print the regular one. These can be located by typing "sample math page" into the search engine, **with the quotes**, and clicking on search. Having students practice with these pages before the test is recommended.

### **Math Reference Sheets on Web**

The revised math reference sheets for 8th and 11th grade are available on the web. We suggest you get this information out to your math teachers, so students can have time to practice using the new reference sheets.

### **Alternate Portfolio Update**

**1)** Binders for alternate portfolios will begin being shipped to you at your central office address Wed. (Feb. 19). They may not arrive on that Wed. but begin looking for them then. If they are not delivered within 2 weeks, please contact Tina (tbuster@uky.edu). Remember the number of binders you receive is based upon your online student count form as of January 31. If your count changed (you need more binders than you received) and this was not reflected in the student count, you will need to provide those yourself (3-ring binder, white preferably, clear sleeve cover, 2 inch). If you received more binders than you need, consider them a gifts. Please distribute the binders to teachers who have students who are submitting alternate portfolios this year ASAP as they will need those to start organizing the portfolios. Thanks!

**2)** Make sure that you have ordered forms for **ALL** students in alternate assessment cycle, SUBMISSION and NON-SUBMISSION, see TABLE 3 in the CTB memorandum received on January 14. If you are not certain whether you received this communication or responded to it or need to change you number of AP forms, contact Erica Rutherford at erica\_rutherford@ctb.com or 800-538-9547, extension 6394. **Table 3:** "Order Alternate Portfolio Score Forms. This year a newly designed Alternate Portfolio Score Form will be used for all grade levels including students in submission and non-submission years and both testing programs. It will no longer be necessary to complete a Student Response Booklet or Writing Portfolio Score Form for these students. We will be sending the appropriate number of Alternate Portfolio Score Forms to each DAC in the district KCCT Test Coordinator Kit. Please indicate how many forms your district will require along with each school name and number."

**3)** Registration for scoring training and scoring is now available on our web site, [www.ihdi.uky.edu/kap](http://www.ihdi.uky.edu/kap) All teachers who are submitting Alternate Portfolios are required to attend both scoring training and scoring (1 day). Substitutes will be reimbursed for scoring only. Please address any questions to Tina Buster, tbuster@uky.edu or 859/257-7672. See you in March or April!